

**RILEY COUNTY-MANHATTAN HEALTH DEPARTMENT  
HEALTH BOARD MEETING**

MINUTES OF MARCH 31, 2010

REGULAR MEETING No. 3

The regular meeting of the Riley County-Manhattan Health Board was held Wednesday, March 31, 2010 at 12:00 noon at the health department, 2030 Tecumseh Road.

**ATTENDANCE**

Eleven members of the Board were in attendance at the meeting; these included: Dr. Paul Benne, Brady Burton, Dr. Matt Floersch, Doug Kinney, Karen McCulloh, Dr. Derek Mosier, Debbie Nuss, Lauren Palmer, Bob Strawn, Sandra Tabor, and Katie Thompson-Laswell. Staff members present were Charles Murphy, Susanne Kufahl, Mindy Robbins, Lisa Ross, Dawn Searles, Shelley Hays, and Kym Nies. Also in attendance were Shelly Williams, Riley County Juvenile Services; Barbara Murphy; Sue Cohen, League of Women Voters; and Scott Miller, KMAN Radio. There were sufficient members present to constitute a quorum.

Mr. Burton reminded everyone that board meetings are scheduled from noon until 2:00 p.m. Agenda items should be added by calling Mr. Murphy or Mr. Burton.

**PUBLIC INPUT**

There was no public input.

**MINUTES**

The minutes from the February 24, 2010 meeting were reviewed. **\*\*\*Mr. Kinney moved to approve the minutes as distributed. Ms. McCulloh seconded the motion. Motion carried.**

**ADOPT AGENDA**

The proposed agenda was distributed in the board packets. **\*\*\*Mr. Kinney moved to approve the agenda as distributed. Ms. Thompson-Laswell seconded the motion. Motion carried.**

**TREASURER'S  
REPORT**

Mr. Kinney reported that the budget reflects very little variation which is normal for this time of year. Revenues look good and on the expense side, line items are tracking and everything looks to be in order.

**REPORT OF THE  
ADMINISTRATOR**

March is the month for grant renewal applications, so staff have been very busy. All applications were submitted on time.

The new blanket bond policy is for \$250,000 with a \$2,500 deductible. This is the amount recommended by the board. A lower deductible was not available.

Riley County is considering a new attendance policy for appointed members of boards. The policy would call for members who miss four meetings to report to the commission for review. Board by-laws call for potential dismissal when a member misses four *consecutive* meetings.

Mr. Murphy submitted a letter as directed by the board to the City and County Commissions asking for direction on whether or not to proceed with the hiring of a food service inspector. The City and County will be meeting April 15 to discuss the situation.

Administration is asking the board whether to proceed with hiring a food inspector or wait for a funding decision from the City and County. **\*\*\*Mr. Strawn moved to table the Food Service Inspector decision until after the April 15 City/County meeting. Mr. Kinney seconded the motion. Motion carried 10-1, with Ms. McCulloh casting the dissenting vote.**

**\*\*\*Dr. Mosier moved to send a letter from the board which strongly urges the City and County to consider funding the food service position as a vital position. Ms. Nuss seconded the motion. Motion carried.**

Demand for the child care scholarship program has been so great that the funding has been shifted to ensure continuity in assistance to parents. This caused some misunderstanding initially, but Administration met with those involved and the issue has been resolved.

Health Fair will be held April 5,6,7, and 8 in the health department clinic from 7-9 am.

In response to a request from the board for indicators of community feedback and assessment, Smart Start survey results were included in board packets. Administration will continue to provide similar results to the board in the future.

Several board members requested re-instatement of the Department Highlight at board meetings.

## **COMMITTEE REPORTS**

There were no committee reports.

## **UNFINISHED BUSINESS**

There was no unfinished business.

## NEW BUSINESS

Administration presented the 2011 budget proposal which was reviewed by the Executive Committee. The budget reflects a 20% increase in the amount received in 2010. This is a reflection of state funding cuts paired with increased costs. Administration recommends modifying the budget in August after the state has awarded grant amounts.

The board, by general consensus, asked for tiered budget proposals at 5% and 10% increases in addition to the one presented today. Administration will bring those at the next board meeting.

The board reviewed the proposed changes to the by-laws. **\*\*Mr. Burton moved to approve the changes to the By-Laws with the exception of the Article V, section 3 which stipulates when the agenda shall be sent to board members. This shall state that the agenda will be mailed to each member “five days in advance of the regular meetings.” Ms. Tabor seconded the motion. Motion carried.**

Information about electronic cigarettes was distributed in the board packets. These products are offered at various places in Manhattan. Dr. Benne stated that the effects of electronic cigarettes on people are still unknown, even though nicotine is included in the product. **\*\*\*Dr. Benne moved that the board send a letter to the City Commission encouraging extending the tobacco ordinance to include electronic cigarettes. Ms. Tabor seconded the motion. Motion carried.**

Conflict of Interest Statements and Policies were distributed in the board packets. These are a requirement for one of our grants. The board was asked to approve the policy and statement for use immediately. **\*\*\*Mr. Kinney moved to approve the Conflict of Interest Policy and Statement as distributed. Ms. McCulloh seconded the motion. Motion carried.**

The next regular board meeting was scheduled for Wednesday, April 28, 2010 at 2030 Tecumseh Rd.

The meeting was adjourned at 2:00 p.m.

---

Brady Burton, President

---

Charles Murphy, Administrator